

TOWN OF TROCHU – AGENDA

Committee of the Whole Meeting

June 22nd, 2026

At 6:00pm at Trochu Town Office

Agenda Item and Information

Committee of the Whole Meeting

June 22nd, 2026

1. CALL TO ORDER:

Meeting to be called to order at 6:30pm.

2. ACCEPTANCE OF AGENDA

- a) Additions to the agenda
- b) Agenda acceptance

3. DELEGATIONS

- a) Nothing for this Agenda Item

4. ITEMS OF DISCUSSION

- a) Urban Hen Bylaw
- b) 2 Evron Place taxes
- c) Bill 28 Information Sheets
- d) Flower Show Request
- e) Bylaw Enforcement Discussion
- f) Grant Opportunities THC
- g) Economic Development Committee
- h) Notice Jon Sedore
- i) Minister of Municipal Affairs Invitation
- j) Parade

5. CONFIDENTIAL MATTERS TO BE HELD IN CLOSED SESSION

Council may move to a session closed to the public for matters that may be discussed in a closed meeting in accordance with Section 197 of the Municipal Government Act and where applicable the provisions of the Access to Information Act and the Protection of Privacy Act. Please note that no back-up material will be sent with this agenda for closed sessions. Any material circulated during a closed session shall be returned to the Chief Administrative Officer at the conclusion of the meeting and securely disposed of unless otherwise directed.

- a) Third Party Business Interests (Sec. 4)

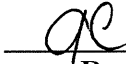
6. RETURN TO OPEN MEETING

Meeting to be recessed to allow return of public and reconvened with public present.

7. ADJOURNMENT

Meeting to be adjourned by Mayor Kletke

TOWN OF TROCHU
(26-43)
Request to Council for Decision

Meeting:	Committee of the Whole Meeting
Date:	June 22nd, 2026
Prepared By:	Jamie Collins
Originated By:	Toni Nelson
Approved By:	Jamie Collins, CAO  (initials)
Title:	Urban Hen Bylaw No. 2024-05 – Pilot Program Review & Future Direction

PURPOSE:

Administration is seeking Committee feedback regarding whether the Urban Hen Bylaw should be allowed to expire or whether Administration should prepare an amending bylaw removing the pilot program provisions and continuing the bylaw as a permanent bylaw.

BACKGROUND:

Council adopted Bylaw No. 2024-05 in July 2024 to permit the keeping of urban hens within the Town of Trochu through a two-year pilot program. Section 5.2 of the bylaw established the pilot program term from July 1, 2024, to June 30, 2026.

Since adoption of the bylaw, Administration has received only one application under the program. The applicant, located at 502 King George Avenue, obtained approval but has not yet acquired any hens. Administration recently spoke with the applicant, who advised they remain interested in keeping hens in the future; however, they do not anticipate proceeding for at least another year or two.

No complaints, enforcement issues, or other operational concerns have arisen during the pilot period.

DISCUSSION/ALTERNATIVES:

While public interest in the program has been limited, Administration believes the bylaw provides a reasonable framework for residents who may wish to keep urban hens in the future. The bylaw establishes licensing requirements, animal care standards, location requirements, enforcement provisions, and penalties should issues arise.

Given the lack of participation, there is limited data available to evaluate the program beyond noting that no significant concerns have been identified. Administration's view is that the low level of participation is not necessarily an indication that the program should be discontinued. Rather, maintaining the bylaw provides Council with an established regulatory framework should future residents wish to participate.

Should Council wish to continue permitting urban hens, Administration recommends removing the pilot program wording and making the bylaw permanent.

Option 1 – Make the Bylaw Permanent (Administration Recommendation)

Direct Administration to prepare amendments removing the pilot program provisions and continuing the Urban Hen Bylaw as a permanent bylaw.

Option 2 – Allow the Pilot Program to Expire

Take no action and allow the pilot program to expire on June 30, 2026.

COLLABORATION OPPORTUNITIES:

Nothing applicable for this section.

STRATEGIC PLAN ALIGNMENT:

Maintaining the bylaw supports Council's Fiscal Responsibility strategic priority by preserving an existing regulatory framework that can be administered with minimal cost while providing clear standards and enforcement mechanisms should future interest in urban hens arise.

IMPACT ON BUDGET:

There are no significant financial implications associated with continuing the bylaw. Administration time associated with licensing and enforcement has been minimal.

RECOMMENDED ACTION:

That council consider the following direction

“That Council directs Administration to prepare and bring forward an amending bylaw to remove the Urban Hen Pilot Program provisions from Bylaw No. 2024-05 and continue the Urban Hen Bylaw as a permanent bylaw.”

***Attached – Bylaw 2024-05**

Prepared by: Jamie M Collins

Approved by: Jamie M Collins

TOWN OF TROCHU

BYLAW NO. 2024-05

URBAN HEN BYLAW

A BYLAW OF THE TOWN OF TROCHU IN THE PROVINCE OF ALBERTA TO REGULATE THE KEEPING OF URBAN HENS FOR NON-COMMERCIAL PURPOSES:

WHEREAS Section 7 of the *Municipal Government Act* provides that the council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals and activities in relation to them; and the enforcement of bylaws;

AND WHEREAS Section 8 of the *Municipal Government Act* provides that the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licenses, permits and approvals;

NOW THEREFORE, the Council of the Town of Trochu, duly assembled, HEREBY ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1 This Bylaw may be cited as the "Hen Bylaw"

2. PURPOSE

2.1 The purpose of this bylaw is to regulate and control the keeping of Urban Hens within the Town of Trochu.

3. DEFINITIONS

3.1 "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto;

3.2 "Animal Health Act" means Statutes of Alberta 2007, Chapter A-40.2;

3.3 "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council, or who has been delegated to act on behalf of the CAO by the Council or the CAO;

3.4 "Coop" means a fully enclosed weatherproof structure with an attached outdoor enclosure having a bare earth or vegetated floor for urban hens to roam; not larger than 100 sq. ft, (10 m²) in area and no more than 8 ft.(2.4 m) in height.

3.5 "Coop Run" means a securely enclosed structure intended for the keeping of Hens;

- 3.6 "Council" means the Council of the Town of Trochu;
- 3.7 "Urban Hen" means a domesticated female chicken that is at least four (4) months old;
- 3.8 "Hen Keeper" means a person having any right of custody, control or possession of a Hen;
- 3.9 "Hen License" means a license issued under this bylaw that authorizes the keeping of hens on a specific property within the Town;
- 3.10 "Municipal Ticket" shall mean a written notice, in a form approved by the CAO, issued by an Enforcement Officer, to advise a person that a violation of Bylaw has occurred and that by payment of a specified amount for the offense within a set time-period, they will avoid prosecution for the offense.
- 3.11 "Nest box" means a box within a Coop for the nesting of Hens;
- 3.12 "Premises Identification (PID) Number" means a nine-character combination of numbers and letters issued by the Province of Alberta pursuant to the provisions of the *Animal Health Act* to owners of livestock;
- 3.13 "Rooster" means a domesticated male chicken;
- 3.14 "Sell" means to exchange or deliver for money or its equivalent;
- 3.15 "Subject Property" means a lot or parcel of land in respect of which a Hen License is sought or has been issued;
- 3.16 "Town" means the Town of Trochu

4. PROHIBITIONS

- 4.1 In a residential zone in the Town of Trochu, no person shall:
- a. keep a Rooster; or
 - b. keep a Hen, other than a Hen for which a valid Hen License has been issued.

5. PILOT PROGRAM

- 5.1 The keeping of Urban Hens in Town will be allowed as a Pilot Program initially.
- 5.2 The length of the Urban Hen Pilot Program shall be two (2) years, effective July 1, 2024 to June 30, 2026.
- 5.3 Participants must acknowledge the Pilot Program as a trial.

- 5.4 Should the Pilot Program not result in the implementation of a formal Municipal Urban Hen program, participants will have ninety (90) days from the end of the Pilot Program to re-home Urban Hens and remove Coops and Coop Runs.
- 5.5 Should the pilot program not result in implementation of a formal urban hen licensing program, the annual license fee will not be prorated.

6. PERMITTING AND REGULATIONS

- 6.1 A person may apply to keep at least two (2) and at most four (4) urban hens by:
 - a. Paying a Hen License fee prescribed in Schedule A to this bylaw which is due and payable at the time of the application, prior to approval and annually thereafter, and;
 - b. Submitting a completed Hen License application, in the form prescribed by the Licensing Authority Officer; including but not limited to:
 - i. The name, address and contact information of the Hen Keeper
 - ii. Written permission to keep hens from the registered owner of the Subject Property if the Hen Keeper is not the registered owner.
 - iii. A site plan including a drawing that shows the location, dimensions, and property line setbacks of the Coop and Coop Run
 - iv. Evidence that the proposed Hen Keeper has experience or training from a source approved by administration.
 - v. A copy of the Premises Identification (PID) Number applicable to Subject Property.
- 6.2 Once a Hen License has been approved, the Licensing Authority will notify the owners of properties adjacent to the Subject Property. This notification will include the date of the approval, information on the Hen Bylaw regulations, and the process for registering a bylaw infraction complaint should those regulations not be followed.
- 6.3 Urban Hens are only allowed on residential properties with a fenced backyard, with related structures located to meet the same setback regulations as an accessory building in the Town's Land Use Bylaw.
- 6.4 The Owner of an Urban Hen shall not sell eggs, manure, meat, or other products derived from their Urban Hens.
- 6.5 The Owner of an Urban Hen shall ensure:
 - a. That the applicant resides on the property on which the Urban Hens will be kept;
 - b. that each Urban Hen is provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviors such as scratching, dustbathing, and roosting, as sufficient to maintain the Urban Hen in good health;
 - c. that feed is stored within a fully enclosed container;
 - d. that manure is stored in a fully enclosed container, with no more than three (3) cubic feet of manure at a time;
 - e. that all other manure not used for composting or fertilizing is removed and disposed of properly;
 - f. that storage of bedding materials does not become unsightly or a fire hazard.

- 6.6 An Urban Hen License is not transferable from one person to another or from one property to another.
- 6.7 In accordance with *Section 542 of the Municipal Government Act, RSA 2000 C M-26, and any amendments thereto*, if an Enforcement Officer has reasonable grounds to believe that any provision of this Bylaw has been contravened, they are authorized to, after giving reasonable notice to the Hen Keeper, enter upon the Subject Property at any reasonable time to inspect any place where the Urban Hen is kept.
- 6.8 Urban Hens must be kept in a Coop:
- where each Urban Hen is provided with at least 4ft² (0.37 m²) of interior floor area, and at least 10ft² (0.93 m²) of outdoor enclosure, within the Coop;
 - with at least one nest box per coop and one perch per Urban Hen, that is at least 6 inches (15 cm) long;
 - that is in good condition, is not in disrepair, and free from vermin and noxious or offensive smells and substances;
 - that is located in the fenced rear yard of the property;
 - that is constructed to prevent any rodent from harboring underneath or within it or within its walls, and to prevent entrance by another animal, and;
 - that is secured from sunset to sunrise.
- 6.9 Urban Hens are not to be:
- released into the wild, or slaughtered or buried on the property;
 - disposed of except by delivery to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Urban Hens, or;
 - kept in a cage or any shelter other than a coop.
- 6.10 The CAO may refuse to grant or renew an Urban Hen License for the following reasons:
- The applicant or license holder does not or no longer meets the requirements of this bylaw or any other applicable bylaw related to the keeping of Urban Hens.
 - The applicant or license holder has provided false information or misrepresents any fact or circumstance to the CAO or an Enforcement Officer.
 - The applicant or license holder has, in the opinion of the CAO or Enforcement Officer based on reasonable grounds, contravened this bylaw, or any other applicable bylaw related to the keeping of Urban Hens, whether or not the contravention has been prosecuted.
 - The applicant or license holder fails to pay a fine imposed by a Court for a contravention of this bylaw or any other applicable bylaw related to the keeping of Urban Hens.
 - The applicant or license holder fails to pay any fee required by this bylaw or any other applicable bylaw.
 - In the opinion of the CAO, or Enforcement Officer, based on reasonable grounds it is in the public interest to do so.
- 6.11 If for any reason, an Urban Hen License is revoked, or is not renewed, the Urban Hen must be removed from the property within 30 days, including the removal of the coop.

- 6.12 This bylaw does not exempt a person from complying with any Federal or Provincial law or regulation, other Town bylaw, or any requirement of any lawful permit, order, or license.

7. OFFENCES AND PENALTIES

- 7.1 Every owner who contravenes any of the provisions of this Bylaw by:
- a. doing any act or thing which the person is prohibited from doing; or,
 - b. failing to do any act or thing which the person is required to do; or
 - c. failing to obey lawful direction given by an Enforcement Officer is guilty of an offence.
- 7.2 Any person convicted of an offence pursuant to the Bylaw is liable for a penalty specified in Schedule "B - Penalties" of this Bylaw.
- 7.3 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues. A person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.
- 7.4 The expenses and costs of any action or measures taken by the Town under this Bylaw are an amount owing to the Town by the person in contravention of this Bylaw and any unpaid expenses or costs may be added to the tax roll of the Subject Property in accordance with the Municipal Government Act, RSA 2000, C-M26, and any amendments thereto.

8. Powers of the CAO

- 8.1 Without restricting any other power, duty, or function granted by this Bylaw, the CAO may:
- a. Carry out any inspections to determine compliance with this Bylaw;
 - b. Take any steps or carry out any actions required to enforce this Bylaw;
 - c. Take any steps or carry out any actions required to remedy a contravention of this Bylaw;
 - d. Establish forms for the purposes of this Bylaw;
 - e. Delegate any powers, duties or functions of this Bylaw to a Town Employee

9. SEVERABILITY

- 9.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

10. REVIEW OF BYLAW

10.1 This Bylaw will be reviewed at least once per Council term.

11. ENACTMENT

11.1 Bylaw No. 2024-07 shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 10th day of June, 2024.

READ a second time this 8th day of July, 2024.

UNANIMOUS permission for third reading given in Council on this 8th day of July, 2024.

READ a third time this 8th day of July, 2024.



Mayor


Chief Administrator Officer

SCHEDULE "A"
HEN LICENSE FEE

Fee Description	Fee Amount
Hen Keeper License Fee - Licenses are valid for one (1) year, January 1st to December 31st - Licence fee will not be prorated - Licence is non-transferrable	\$50.00

SCHEDULE "B"
PENALTIES

Section	Offence	Penalty
4.1.a	Keeping a Rooster within Town Boundaries	\$500.00
4.1.b	Keeping an unlicensed Hen within Town Boundaries	\$500.00
6.1	Keeping more than four (4) Hens	\$500.00
6.4	Meat, eggs, manure, or other products derived from the keeping of hens sold commercially	\$500.00
6.5.b, 6.9.d	Hens not given sufficient care to maintain good health	\$500.00
6.5.c, d, e	Feed and/or manure not stored or disposed of properly	\$500.00
6.5.f 6.8.d, f, g	Failure to maintain coop in an enclosed, safe, sanitary condition, and/or in good repair	\$500.00
6.8.a, b	Coop fails to meet size/enclosure requirements	\$500.00
6.9.a, c	Unlawful release or disposal of hens	\$500.00
6.9.b	Slaughter of Hens on property	\$500.00
6.11	Failure to remove hens and/or coops within 30 days after licence is revoked or not renewed	\$500.00

TOWN OF TROCHU
(26-42)
Request to Council for Decision

Meeting:	Committee of the Whole Council Meeting
Date:	June 22, 2026
Prepared By:	Jamie Collins
Originated By:	Jamie Collins
Approved By:	Jamie Collins, CAO  (initials)
Title:	Economic Development Incentive Policy – 2 Evron Place

BACKGROUND:

At the May 25, 2026, Regular Council Meeting, Administration brought forward RFD 26-36 recommending properties eligible for consideration under the Town's Economic Development Incentive Policy. The list included 2 Evron Place (Roll #545000). Council ultimately did not approve the incentive for this property after recognizing that the original builder agreement specifically stated that the incentive would not transfer to a subsequent purchaser.

Since that meeting, the purchaser has provided documentation demonstrating that, during the property transaction, information was provided indicating that the Economic Development Incentive would apply to the property for 2026. The purchaser has advised that they relied on this information and budgeted accordingly. Documentation supporting this has been provided to Administration and reviewed, administration acknowledges that incorrect information was provided.

We sincerely apologize for this error, for the inconvenience it has caused the purchaser, and for the financial impact it will have on the Town. Administration believes the purchaser relied on the information that was provided to them and therefore recommends that Council approve the 2026 incentive.

DISCUSSION/ALTERNATIVES:

1. Approve the 2026 Economic Development Incentive for 2 Evron Place (Roll #545000) in recognition of the incorrect information provided and the purchaser's reliance on that information.
2. Decline the request and require payment of the full 2026 municipal taxes in accordance with the builder agreement.

Should Council choose Option 1, Administration will send a letter to the property owner confirming that:

- the 2026 incentive is being granted as a one-time exception resulting from incorrect information provided by the Town;
- the Economic Development Incentive will not apply to the property in future years; and

- the owner should budget accordingly or consider enrolling in the TIPPS program to assist with future property tax payments.

COLLABORATION OPPORTUNITIES:

Not applicable

STRATEGIC PLAN ALIGNMENT:

While there is no direct alignment with a specific Strategic Priority, acknowledging and correcting administrative errors helps build trust with residents.

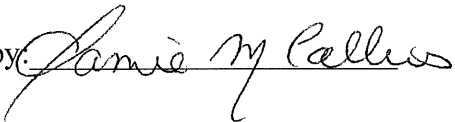
IMPACT ON BUDGET:

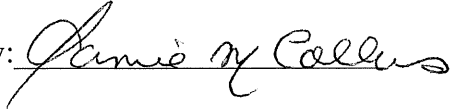
- Approval of this request would result in the cancellation of \$4,635.55 in 2026 municipal taxes for 2 Evron Place.
- This would bring the total 2026 tax cancellations to \$21,163.55.
- This represents \$1,163.55 more than the \$20,000 budgeted for Economic Development Incentive tax cancellations.
- Administration recommends reducing the ED Advertising and Swag budget from \$18,000 to \$16,500 to offset this additional expense.

RECOMMENDED ACTION:

That the following motion be presented for consideration at the July Regular Meeting

“That Town Council approves the 2026 Economic Development Incentive for Roll #545000 and directs Administration to advise the property owner in writing that the incentive will not apply to the property in future years.”

Prepared by: 

Approved by: 

Municipal Government Act Change Summary

Bill 28, *Municipal Affairs and Housing Statutes Amendment Act, 2026*

Governance and Accountability

This fact sheet has been developed as an information resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 130.1
- Section 146.011(1)
- Section 146.02(1)
- Section 146.021(1)
- Section 146.03(1)
- Section 146.04
- Section 146.05(1)
- Section 146.06(1)
- Section 146.07(1)
- Section 146.08(1)
- Section 146.09(1)
- Section 153
- Section 201.1(1)(b)

Councillor Accountability Framework

Previous *Municipal Government Act* requirements

Since the repeal of councillor codes of conduct in 2025, municipalities cannot pass or continue to implement or enforce bylaws or resolutions related to councillor behavior.

What has changed

A new councillor accountability framework will address unacceptable councillor behaviour including misuse of municipal assets and services, confidentiality of information, and rules regarding egregious or threatening behaviour and improper use of influence.

New provisions in the Act establish rules, processes, and procedures for submitting a complaint, conducting preliminary reviews, investigations, and appeals.

Only councillors are eligible to file a complaint, and a complaint can only be made against a councillor on the same council. The Minister can also initiate an investigation at the local level.

Preliminary reviews and investigations will be conducted by an investigator chosen by council from a roster designated by the Minister. For any complaint filed by a councillor, a preliminary review must occur to determine if the complaint, in whole or in part, is frivolous, vexatious, or out of scope. If the investigator determines that any part of the complaint is frivolous, vexatious, or out of scope, the investigator must end that part of the investigation.

After conducting the preliminary review, the investigator must report the results to the Minister and council and advise if all or a part of the investigation has ended.

If the complaint is potentially valid following the preliminary review, it must proceed to an investigation. Once the investigation is complete, a report is prepared that contains a summary of the investigation, as well as a recommendation as to whether a contravention has occurred and what sanctions, if any, should be applied. It is the council's decision, by resolution, to determine if the framework was contravened and whether to apply sanctions.

The framework establishes an appeal mechanism for council's decisions as to whether there was a contravention and imposition of any sanctions. An appeal commissioner appointed by the Minister hears the appeal and provides recommendations to the Minister on whether to accept, reject, or vary the council's resolution. If the appeal commissioner's recommendations are different from council's decisions, the appeals commissioner must provide reasons.

To conclude the appeal, the Minister, by order, determines if there was a contravention and may apply sanctions. When issuing an order, the Minister must publish the appeal commissioner's recommendations and, if applicable, reasons for the recommendation as well as the Minister's decision. If the Minister's decision varies from the appeals commissioner's, the Minister must include reasons in writing.

If at any point during the preliminary review or investigation, the investigator finds that a complaint, or part of a complaint, pertains to pecuniary interest, the framework establishes a process for mandatory referral to the Court of King's Bench.

What it means

Municipal Affairs will establish, by regulation, further details to implement the councillor accountability framework. The regulation is expected to include types of contraventions, sanctions, fees, timelines for each step, and further guidance on investigator and appeal commissioner rosters.

While the framework includes a process for complaints related to pecuniary interest matters, existing disclosure and disqualification requirements continue to apply. These rules have not changed.

What do municipalities have to do?

It is recommended that municipalities and their councillors review the rules, processes, and procedures regarding the accountability framework established in the *Municipal Government Act (MGA)*. Further information and requirements to support implementation will be in a forthcoming regulation.

Viability Reviews – Vote of Electors

Previous *Municipal Government Act* requirements

The *MGA* establishes a municipal viability review process administered by Municipal Affairs. Following a review, electors vote on whether the municipality should dissolve. The Minister could only recommend dissolution of the municipality to Cabinet if electors voted in favour of it.

What has changed

Changes to the *MGA* retain the step for electors to vote on a question of dissolution after a viability review has been completed and before dissolution can occur. However, the results of this vote are no longer binding, though they remain an important consideration in the Minister's decision. This change is in effect immediately.

What it means

This change enables the Minister and Cabinet to consider the results of the vote alongside other considerations when making recommendations and decisions on the dissolution of a municipality.

What do municipalities have to do?

No action is required from municipalities.

Effective Date

The amendments to the *MGA* took effect upon Bill 28's Royal Assent on May 14, 2026.

While provisions in the Act related to the accountability framework are in force, implementation requires the creation of a forthcoming regulation.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28: <https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

Contact us

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Email:	ma.advisory@gov.ab.ca

Municipal Government Act Change Summary

Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*

Enabling Growth and Affordable Housing

This fact sheet is for information only. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 297 (2.01) and (2.02)
- Section 297.1
- Section 640 and Section 642
- Section 640.3
- Section 648(1.2) and (2.11)
- Section 671
- Section 683.1 and Section 683.2
- Section 694

Related forthcoming amendments to:

- *City of Calgary Charter, 2018 Regulation, and City of Edmonton Charter, 2018 Regulation*

Automated Permitting Processes and Timeline Reporting

Previous *Municipal Government Act* requirements

The *Municipal Government Act* (MGA) did not contemplate an “automatic yes” framework for approvals, nor did it directly address the use of automated or digital permitting tools.

There were no requirements for municipalities to publish development statistics on their websites.

What has changed

The MGA now allows municipalities to use automated systems to manage applications for development permits and issue development permits.

The Minister may also, by regulation, require municipalities to set processes, timelines, or other requirements to make decisions on applications for development permits and issue development permits. This is known as ‘automatic yes’.

Starting in 2027, municipalities with populations over 15,000 will be required to publish the following development statistics on their website by March 31 each year:

- total number of development permit applications received;
- total number of development permits issued;
- average and median number of days from application receipt to when the application was determined, deemed, or acknowledged to be complete under Section 683.1(1), (4), or (7), or deemed to be refused under section 683.1(8);
- the average and median number of days from when an application was determined, deemed, or acknowledged to be completed under Section 683.1(1), (4), or (7) to when a development permit was issued under Section 642(1) or (2), or refused under Section 642(2) or 684(3), as the case may be; and
- a comparison of timelines against requirements in Sections 683.1(1) and 684(1).

What it means for municipalities

Municipalities have clear authority to use automated and digital tools to review and process development applications and permits. Municipalities can now fast-track simple, low-risk projects and use modern systems to streamline permitting processes.

Municipalities are encouraged to explore “automatic yes” approaches and opportunities for low-risk developments in their community. In the future, the Minister may establish rules and requirements in an “automatic yes” regulation.

Public reporting of timelines increases transparency and supports accountability to residents and developers.

What do municipalities have to do?

Starting in 2027, municipalities with populations over 15,000 must publish the required development statistics for the previous calendar year on the municipality’s website by March 31 each year.

Community Design Codes

Previous *Municipal Government Act* requirements

The *MGA* did not address community design codes or authorize the Minister of Municipal Affairs to establish them.

What has changed

The Minister may establish community design codes by regulation. The Minister may also require a municipality to pass a bylaw adopting a community design code in all or part of the municipality.

What it means for municipalities

Community design codes will provide an option for municipalities and developers to beautify communities and expedite approvals for developments that meet the pre-established land-use and design standards.

What do municipalities have to do?

Details on the processes, rules, requirements, and implementation of community design codes will be included in a forthcoming regulation.

Off-site Levies

Previous *Municipal Government Act* requirements

Municipalities could impose off-site levies to recover eligible capital costs for infrastructure such as water, wastewater, roads, and certain public facilities.

Only school boards were exempt from off-site levies on land developed for school buildings.

What has changed

Off-site levies cannot include:

- operational costs;
- retail or commercial facilities not required to deliver the facility's core services;
- items not permanently affixed to a facility (for example: firetrucks, furniture, equipment); or
- capital costs incurred to build to a standard higher than required under applicable provincial building codes.

These amendments will also apply to Edmonton and Calgary through forthcoming amendments to the City Charters.

Exemptions from off-site levies have been expanded to include land developed for a school building that is

owned or leased by charter or accredited independent schools. This exemption is not retroactive.

What it means

The changes clarify what capital costs can and cannot be included in off-site levies.

Costs such as transit buses and enhanced architectural design and building amenities cannot be included in an off-site levy bylaw.

What do municipalities have to do?

Municipalities should ensure that off-site levy bylaws align with the new off-site levy provisions. In turn, any new off-site levy agreements must comply with these amendments.

Use of Reserve Land

Previous *Municipal Government Act* requirements

The *MGA* did not permit charter schools to use school reserve or municipal and school reserve land.

What has changed

The *MGA* explicitly permits charter schools accredited by Alberta Education and Childcare to use school reserve or municipal and school reserve land for the operation of a charter school.

What it means

Charter schools are now treated more consistently with other publicly funded schools in eligibility to access reserve lands.

Allocation of reserve land and Joint Use Planning Agreement processes, procedures, and requirements have not changed.

Residential Sub-classing

Previous *Municipal Government Act* requirements

Municipalities could establish residential assessment sub-classes based on council criteria.

What has changed

If a council establishes a class 1 residential sub-class that applies to residential property that is not a primary residence and does not meet the requirements of any other class 1 sub-class, that sub-class cannot be applied to residential property wholly or partially owned by one or more persons that reside in Alberta. Property tax sub-classes for other types of vacant or

non-primary residence properties, such as derelict property, are not affected by this change.

An individual resides in Alberta if the person that has lived in Alberta for at least 183 days in the current or previous calendar year and does not have an intention of taking up residence outside Alberta.

What it means

Municipalities cannot apply different sub-classes, and by extension tax rates, to residential properties owned by Alberta residents based on whether the property is or is not a primary residence.

Other class 1 residential sub-classes, such as derelict, undeveloped, or tourist homes are not impacted by this change.

The restriction applies only to residential property owned by individual Albertans and not residential property owned by an Albertan corporation. In the case where a property is jointly owned by an Albertan and a non-Albertan, it shall be treated the same as if the property was solely owned by an Albertan.

What do municipalities have to do?

Municipalities should ensure that their residential sub-classing bylaws comply with the new provision in Section 297(2.01).

If not currently in compliance, municipalities must follow the transitional provisions in Section 297.1.

Bylaws amended in accordance with the transitional provisions apply retroactively and are deemed to have come into force on January 1, 2026.

Effective Date

The amendments to the *MGA* came into force on May 14, 2026, when Bill 28 received Royal Assent.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28:
<https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

Contact us

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Email: ma.advisory@gov.ab.ca

Municipal Government Act Change Summary

Bill 28, *Municipal Affairs and Housing Statutes Amendment Act, 2026*

Municipal Transparency

This fact sheet is for information only. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 208
- Section 208.1
- Section 215.1
- Section 215.2
- Section 215.3
- Section 215.4
- Section 215.5
- Section 215.6
- Section 215.7
- Section 334(4)

- employee name;
- position, appointment or classification;
- amount of compensation;
- total value of non-monetary benefits; and
- severance (if applicable).

Municipalities may apply to the Deputy Minister, in writing, to exempt an employee or class of employees from having their information published if it could unduly threaten the safety of the employee or class of employees.

The Minister of Municipal Affairs may aggregate or publish part or all the information received on the Municipal Affairs website.

The Minister may also direct an audit of a municipality to determine compliance. The municipality would be responsible for the cost of the audit.

Municipal Salary Disclosure

Previous *Municipal Government Act* requirements

Salary disclosure for municipal employees was limited to the chief administrative officer (CAO) and an aggregate amount for designated officers, reported through each municipality's Financial Information Return. Disclosure was total compensation and benefits with no threshold amount.

What has changed

Municipalities must now publish employee compensation annually on the municipality's website if the employee's compensation, benefits and severance from the previous year is greater than the threshold established in Section 1(o)(ii) of the *Public Sector Compensation Transparency Act*.

Municipalities must continue to disclose annual compensation for the CAO and designated officers in Financial Information Returns.

What it means

This change aligns municipalities with provincial public sector disclosure and strengthens transparency around how public dollars are used.

Municipalities must publish a list of employees whose compensation is above the threshold, including:

What do municipalities need to do?

Starting in 2027, on or before June 30 of each year, municipalities must publish on their website a list of employees whose total compensation, benefits, and severance received from the municipality during the previous calendar year is greater than the threshold established under Section 1(o)(ii) of the *Public Sector Compensation Transparency Act*.

Municipalities are required to provide the list of compensation information to the Minister prior to publishing it on their website.

If no employees meet the threshold, the municipality shall inform the Minister and publish a notice to that effect on the municipality's website.

The *Justice Statutes Amendment Act, 2026* set the salary threshold at \$130,000 for 2026. Future increases will reflect provincial wage settlements published by the Government of Alberta.

Tax Notices – Police Costs

Previous *Municipal Government Act* requirements

The *Municipal Government Act* (MGA) did not enable municipalities to list municipal policing costs as a separate rate or amount on tax notices.

What has changed

Municipalities may now show the portion of the tax rate and/or the amount of tax imposed to pay for RCMP police services on property tax notices. This is under Section 4(1) of the *Police Act* or under an agreement referred to in Section 22(1) of the *Police Act*.

Upcoming changes to the Matters Related to Assessment and Taxation Regulation will establish required wording for displaying policing costs on property tax notices. Municipalities who choose to display policing costs on property tax notices must do so in accordance with the regulation once it is in force.

What it means

Urban municipalities (5,000 or under), rural municipalities, and specialized municipalities with RCMP services under the Provincial Police Service Agreement may display policing costs on property tax notices as a separate line item.

What do municipalities need to do?

Relevant municipalities may choose to list RCMP police service costs on property tax notices as a rate or an amount. This is at the discretion of the municipality and is not a requirement. The policing costs displayed are for information only and do not constitute a separate tax rate established under the municipal tax rate bylaw.

Administrative Accountability

Previous *Municipal Government Act* requirements

The MGA provides municipalities with natural person powers but did not set out rules regarding reporting the use of these powers.

Amendments in 2025 made it a requirement for information requested by a councillor to be provided as soon as practical, and once the information was provided to one councillor it must be shared with all other councillors within 72 hours. If the requested information is personal or confidential, the CAO may

refuse to provide the information considering factors in Section 208.1(2).

What has changed

The Act now requires the CAO to notify council in writing each time natural person powers are used. Notice must be provided at the first council meeting following the use of the natural person power or 14 days after the use of the natural person power, whichever occurs earliest. Notice is not required when the natural person power is used for a matter already approved by bylaw or resolution of council, a personnel matter, a routine operational matter, an emergency response, or when seeking a legal opinion on behalf of the municipality.

Additional amendments provide greater clarification regarding how the CAO responds to councillor requests for information, as well as when and how that information is to be shared with the rest of council.

If the information requested is publicly available, the CAO may, but is not required to, provide it to all other councillors.

A council may establish a bylaw to manage substantial information requests. The bylaw must define a 'substantial information request' and may specify whether a resolution of council is needed before the CAO must provide the information, specific reporting requirements, and any other provisions necessary to carry out the purposes of the bylaw.

If a council does not pass a substantial information request bylaw, Section 208.1 applies. The information request must be responded to as soon as practicable. Once information is shared with one councillor, it must be shared with all other councillors within 72 hours.

What it means

CAOs must be aware of natural person powers reporting exemptions. If the use does not fall under an exemption, the CAO must notify council at the first council meeting following the use of the natural person power or after 14 days, whichever occurs the earliest.

Councillors and CAOs must be aware of amendments related to information sharing including the circumstances and timelines to share information with all councillors.

Municipalities may establish a substantial information request bylaw to manage requests that may take significant administrative time and resources. This is at

the discretion of the municipality and is not a requirement.

What do municipalities need to do?

Municipalities may wish to review their CAO bylaw to ensure alignment with amendments to natural person powers and information requests.

Updates to Privacy Legislation

Previous *Municipal Government Act* requirements

The *MGA* referenced the *Freedom of Information and Protection of Privacy Act (FOIP)*.

What has changed

Outdated references to *FOIP* in the *MGA* have been replaced with references to the *Access to Information Act* and the *Protection of Privacy Act*, as appropriate in each provision.

What it means

The amendments ensure that the *MGA* correctly references current privacy and access to information legislation.

What do municipalities have to do?

Municipalities must abide by the *Access to Information Act* and the *Protection of Privacy Act* and ensure their bylaws align with provincial legislation.

Effective Date

Amendments in the *MGA* related to municipal transparency to took effect upon Bill 28's Royal Assent on May 14, 2026.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28:
<https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

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Administration Note:

Administration notes that Council provided a \$200 contribution toward the Flower Show in 2025 and the Town also completed the printing of the event booklets and promotional materials at a cost of \$565.01. This was invoiced to the Arboretum Society.

The Flower Show continues to be a long-standing community event that attracts participants and visitors from throughout the region. Administration supports assisting with the event and believes providing printing services may offer greater value to the organizers than a direct cash contribution while also ensuring promotional materials are produced efficiently and consistently.

Should Council wish to provide support again in 2026, Administration recommends considering the provision of printing services for the event booklet and promotional materials in lieu of a direct financial contribution.

TROCHU AND DISTRICT ARBORETUM SOCIETY

P.O. BOX 803

TROCHU, AB

TOM 2C0

Trochu Town Council

P.O. Box 340

Trochu, AB

TOM 2C0

Dear Jamie Collins,

The 54th Annual Trochu Flower, Baking, and Photography Show will be held on Wednesday, August 19, 2026.

The Trochu and District Agricultural Society will be paying the Community Centre rent for the event again this year. The Trochu and District Arboretum Society will be contributing \$500.00. We are reaching out to see if the Town of Trochu could help with the costs. Last year the community event cost over \$2,600.00 dollars. Would Town Council consider covering the costs for the printing of the booklets and poster?

Thank you for considering our request.

Yours sincerely

Carla Collins

Coordinator Trochu Flower, Baking, and Photography Show

PH: 403-396-4605

E-Mail: trochuflowershow@gmail.com

Bonny Schaan

Treasurer@trochuarb.ca

Trochu and District Arboretum Society

PH: 403-820-1237

TOWN OF TROCHU
(26-44)
Request to Council for Decision

Meeting:	Committee of the Whole Meeting
Date:	June 22nd, 2026
Prepared By:	Jamie Collins
Originated By:	Jamie Collins
Approved By:	Jamie Collins, CAO  (initials)
Title:	Grant Application Opportunities – Trochu Senior Housing Society

PURPOSE:

To obtain Council direction regarding the Town of Trochu acting as the applicant for two grant opportunities identified in collaboration with the Trochu Senior Housing Society and Trochu Housing Corporation.

BACKGROUND:

Administration has had discussions with Trochu Housing Corporation President Sam Smalldon regarding potential grant opportunities that may benefit the Trochu Senior Housing Society Project. Through those discussions, two grant programs were identified for which municipalities are eligible applicants:

1. New Horizons for Seniors Program – Community-Based Projects (Government of Canada)
2. Alberta Blue Cross Built Together Grant Program

The Trochu Senior Housing Society has been consulted regarding both opportunities and has expressed support for proceeding with applications.

Administration and Sam Smalldon believe the applications may be strengthened by having the Town of Trochu act as the applicant rather than the Trochu Senior Housing Society directly.

DISCUSSION/ALTERNATIVES:

New Horizons for Seniors Program

The New Horizons for Seniors Program provides grants of up to \$50,000 for projects that support social inclusion, participation, and wellbeing for seniors. Municipal governments are eligible applicants. The current intake closes July 14, 2026, at 3:00 p.m. EDT.

The Trochu Senior Housing Society has identified an Interactive Motion-Based Recreation and Wellness System as its preferred project. Such systems utilize motion-sensing technology to allow users to participate in activities such as virtual bowling, golf, fitness programs, and other

interactive recreational opportunities designed to promote physical activity, social interaction, and cognitive engagement.

Administration believes this project aligns well with the objectives of the grant program and would provide additional recreation and wellness opportunities for residents.

Alberta Blue Cross Built Together Grant

The Alberta Blue Cross Built Together Grant provides \$50,000 grants for projects that create publicly accessible spaces that promote active living and wellness. Municipalities are eligible applicants. Applications are open until September 17, 2026.

The Trochu Senior Housing Society has identified the construction of a pathway connection between the seniors' housing facility and the Trochu Arboretum as its preferred project. This pathway would enhance accessibility, encourage outdoor activity, and strengthen connections between the facility and one of the community's key recreational assets. Administration still must do some pricing research on this idea.

Administration believes this project aligns well with the objectives of the grant program and may be a strong candidate for consideration.

Option 1 – Provide Direction to Proceed (Recommended)

Council provides direction to Administration to proceed with grant applications on behalf of the Town of Trochu in support of the projects identified by the Trochu Senior Housing Society.

Option 2 – Do Not Proceed

Council directs Administration not to pursue the identified grant opportunities.

COLLABORATION OPPORTUNITIES:

This initiative would be working with The Trochu Housing Corporation and the Trochu Seniors Housing Society.

STRATEGIC PLAN ALIGNMENT:

Partnerships

- Demonstrates collaboration between the Town of Trochu, Trochu Housing Corporation, and the Trochu Senior Housing Society.
- Strengthens community relationships and supports shared community objectives.

Fiscal Responsibility

- Pursues external funding opportunities to enhance community amenities while minimizing impacts on municipal taxation.

IMPACT ON BUDGET:

No direct impact on the budget.

RECOMMENDED ACTION:

That Council provide direction to Administration regarding the Town of Trochu acting as the applicant for the New Horizons for Seniors Program and Alberta Blue Cross Built Together Grant applications in support of projects identified by the Trochu Senior Housing Society.

Prepared by: Jamie M Collins

Approved by: Jamie M Collins

TOWN OF TROCHU
(26-45)
Request to Council for Decision

Meeting:	Committee of the Whole Meeting
Date:	June 22nd, 2026
Prepared By:	Jamie Collins
Originated By:	Jamie Collins
Approved By:	Jamie Collins, CAO  (initials)
Title:	Economic Development Committee – Member Recruitment and Appointment Process

PURPOSE:

To obtain Council input regarding potential individuals and organizations that should be approached regarding membership on the Town of Trochu Economic Development Committee.

BACKGROUND:

In 2025, the Town of Trochu completed an Economic Development Plan with assistance from Lochaven Consulting. A key recommendation of the plan was the establishment of an Economic Development Committee to provide oversight, alignment, and implementation support for the Economic Development Plan. The Committee is intended to serve as an advisory body that supports coordinated action between Council, Administration, local businesses, regional partners, and other stakeholders.

The Economic Development Plan identified the establishment of the Economic Development Committee as an early implementation priority and recommended that the Committee serve as the primary forum for structured implementation oversight and coordination.

Administration recognizes that the Committee was identified in the implementation roadmap as a second quarter 2026 initiative and that this timeline has not been met. Administration intends to begin recruitment during the summer of 2026 with the goal of holding the inaugural Committee meeting in September 2026.

DISCUSSION/ALTERNATIVES:

The Economic Development Committee is intended to be a small, focused advisory committee that supports implementation of the Town's Economic Development Plan while respecting the governance roles of Council and Administration. The Committee is intended to guide, align, and monitor implementation activities but does not direct staff, commit Town funds, or establish policy.

Lochaven Consulting recommended a committee composition that includes:

- One Council representative;
- The CAO or designate;
- One to two local business representatives;
- One regional economic development partner representative (such as Community Futures or Kneehill County); and
- One representative connected to workforce or youth development.

The Economic Development Committee report further recommends that recruitment prioritize individuals who:

- Demonstrate credibility within the business or economic development community;
- Are willing to contribute actively between meetings;
- Can think beyond individual organizational interests; and
- Bring constructive, solution-oriented perspectives to discussions.

Prior to beginning recruitment, Administration is seeking Council's feedback regarding individuals, businesses, organizations, and regional partners that Council believes should be approached regarding participation on the Committee.

Council feedback will assist Administration in developing a balanced membership that reflects local business experience, regional expertise, workforce development perspectives, and municipal priorities.

Should Council support proceeding, Administration intends to begin recruitment during the summer of 2026 and target September 2026 for the Committee's inaugural meeting.

Option 1 – Provide Direction (Recommended)

Council provides Administration with feedback regarding potential Committee members and supports Administration proceeding with recruitment for a September 2026 launch.

Option 2 – Provide Alternate Direction

Council provides alternate direction regarding the Committee's composition, recruitment process, or timing.

COLLABORATION OPPORTUNITIES:

The success of the Economic Development Committee will depend on strong collaboration between the Town of Trochu, local businesses, community organizations, regional partners, and residents. The Committee will provide an opportunity to bring together a variety of perspectives and experiences to help support economic growth and implementation of the Town's Economic Development Plan.

STRATEGIC PLAN ALIGNMENT:

Partnerships

- Supports collaboration between the Town, local businesses, regional organizations, educational institutions, and economic development partners.
- Strengthens implementation of the Economic Development Plan through shared

leadership and coordinated action.

Fiscal Responsibility

- Supports implementation of Council-approved economic development priorities utilizing existing resources and community expertise.

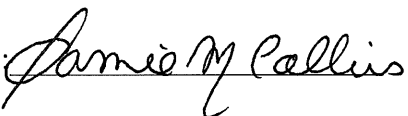
IMPACT ON BUDGET:

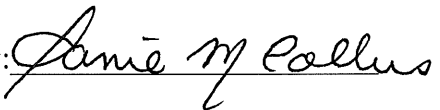
\$500 was included in the 2026 budget to support the establishment and operation of the Economic Development Committee. Administration believes this amount is sufficient for the initial launch and operation of the Committee.

RECOMMENDED ACTION:

That Council provide Administration with feedback regarding individuals and organizations that should be approached regarding membership on the Economic Development Committee and provide direction regarding the proposed September 2026 launch.

- Attached – Lochaven Consulting Committee Memo

Prepared by: 

Approved by: 

Date: February 12, 2026
To: *Jamie Collins*
From: Lochaven Consulting
Subject: Updated Active Projects and Pipeline Overview – Lochaven Consulting

Purpose of This Memo

The purpose of this memo is to provide clear direction on how to establish the Economic Development Committee so that the Town's strategy translates into coordinated, day to day action. The committee exists to strengthen alignment, test ideas before they advance, surface issues early, and guide effort toward the priorities that will have the greatest impact. This memo sets out a practical, step by step approach to forming the committee, defining its mandate, confirming decision boundaries, adopting a clear Terms of Reference, and establishing meeting cadence and reporting pathways. It also outlines the first ninety days of work, so momentum begins immediately. The work will be considered complete when the committee is operating with a defined schedule, clear roles, documented interfaces with administration and Council, and a disciplined rhythm that keeps implementation focused and accountable.

What the Economic Development Committee Is and Is Not

Clarity at the outset prevents confusion later. The Economic Development Committee must be positioned correctly within the Town's implementation framework. It exists to strengthen shared delivery across Council, administration, and partners. It is not an operational body.

What the Economic Development Committee Is

The Economic Development Committee is the central alignment table for economic development implementation. It exists to support coordinated action across Council, administration, and partners.

The Town does not deliver the Economic Development Plan alone. Progress depends on aligned effort from Community Futures, Kneehill County, utilities, schools, employers, and other regional actors. The Committee provides the structure that keeps this shared work intentional, focused, and accountable.

In practice, the Committee:

- Provides planning support by reviewing priorities and sequencing work in a way that reflects available capacity.
- Tests ideas before they advance so feasibility, funding timing, partner readiness, and potential impacts are understood early.
- Identifies risks and barriers that may affect multiple actors, including infrastructure constraints, policy gaps, staffing limits, or funding dependencies.
- Aligns partners around shared initiatives so roles and responsibilities are clear.
- Activates focused action teams where coordinated effort is required to advance specific initiatives.

- Elevates significant issues and opportunities to the CAO and Council when direction or resources are required.
- Maintains focus on a manageable number of priority actions so collective effort is not diluted.
- Confirms accountability by reviewing progress and clarifying who is responsible for next steps.

The Committee strengthens the quality of implementation decisions. It protects capacity. It keeps work coordinated across organizations rather than fragmented across silos.

This is how collective impact is translated into practical governance.

What the Economic Development Committee Is Not

The Committee does not function as a project execution body.

Project delivery occurs through administration and focused action teams established to advance specific initiatives. These teams operate within the approved work plan and report back through the Committee to ensure alignment and accountability.

The Committee does not:

- Manage staff.
- Direct operational files.
- Commit Town funds.
- Enter into agreements on behalf of the Town.
- Replace administration.
- Replace Council.

Administration, under the leadership of the CAO, remains responsible for operational coordination and implementation of Town responsibilities. Council remains responsible for setting direction, approving budgets, and confirming priorities.

The Committee exists to guide, align, and advise within those boundaries.

If the Committee begins to take on operational functions or decision making beyond its mandate, governance clarity erodes and accountability becomes unclear. Clear separation of roles ensures that shared delivery strengthens implementation rather than complicates it.

When functioning properly, the Committee activates coordinated action, supports action teams, identifies issues early, and brings disciplined recommendations forward without becoming another layer of administration.

Guiding Principles for the Economic Development Committee

The Economic Development Committee will only be effective if its operating culture matches the Town's capacity and the shared delivery model outlined in the Economic Development Plan. The following principles define how the Committee works and how it adds value.

Shared Ownership and Collective Impact

Economic development in Trochu is a shared responsibility. The Town provides leadership and coordination, but real progress depends on partners carrying meaningful roles.

The Committee exists to strengthen this shared ownership. It ensures that initiatives reflect the mandates and capacities of Community Futures, Kneehill County, utilities, schools, employers, and other partners. It avoids duplication. It confirms who is leading, who is supporting, and where collaboration is required.

The Committee reinforces that success is collective. No single organization carries the full load.

Discipline Over Activity

Small communities can become busy without becoming effective. The Committee protects focus.

It concentrates attention on a limited number of priority actions. It asks whether initiatives are realistic given staff time, partner availability, and funding cycles. It recommends sequencing rather than expansion when capacity is tight.

The measure of success is steady progress, not the number of initiatives started.

Early Identification of Risks and Barriers

The Committee functions as an early warning system.

It surfaces infrastructure constraints, policy gaps, servicing limitations, partner fatigue, grant timing issues, and other risks before they become public problems. It does not wait for issues to escalate.

By identifying constraints early, the Committee allows administration and Council to respond deliberately rather than reactively.

Clear Governance Boundaries

The Committee respects governance roles.

Council sets direction and approves resources. Administration manages operations and coordinates delivery. Partners execute within their mandates.

The Committee guides and advises. It does not manage staff or control operational files. Maintaining this clarity protects both effectiveness and accountability.

Light Structure and Predictable Rhythm

The Committee operates with a simple and predictable rhythm.

Meetings are focused. Agendas are structured around priorities, risks, partner alignment, and required escalations. Reporting remains concise.

Light structure does not mean informal. It means disciplined without being heavy.

Predictable cadence builds trust and maintains momentum.

Practical Decision Support

The Committee adds value by improving the quality of decisions before they reach Council.

Recommendations are grounded in data, partner input, servicing realities, funding considerations, and local capacity. Advice is realistic. Tradeoffs are acknowledged.

The Committee's work reduces surprises and strengthens confidence in the Town's economic development direction.

Recommended Committee Design

A well designed committee prevents confusion later. The structure must be clear, proportional to the Town's size, and aligned with the shared delivery model set out in the Economic Development Plan.

In the absence of a dedicated economic development department, the Economic Development Committee serves as the structured backbone for implementation. It provides the discipline, coordination, and oversight required to move the plan forward without creating an additional administrative layer.

The objective is not to create more meetings. The objective is to create a focused alignment table that activates coordinated delivery through administration, action teams, and partners.

Mandate

The mandate of the Economic Development Committee is to guide, align, and monitor implementation of the Town's Economic Development Plan within a shared delivery framework.

The Committee does not execute projects directly. It ensures that delivery occurs through administration, focused action teams, and partner organizations in a coordinated and accountable manner.

Specifically, the Committee will:

- Develop and recommend the annual economic development work plan, informed by progress to date, capacity assessment, partner readiness, and predictable resource availability.
- Review progress on priority initiatives and confirm alignment with approved direction.
- Confirm sequencing of initiatives to reflect realistic staff and partner capacity.
- Activate and oversee focused action teams where coordinated effort is required to advance specific initiatives.
- Identify risks, constraints, and dependencies that may affect implementation across partners.
- Align partners around shared responsibilities and timelines.
- Elevate significant issues or opportunities to the CAO and Council when direction or resources are required.

- Recommend adjustments to priorities or sequencing where conditions change.

Operational coordination of specific Town responsibilities remains with designated staff under the leadership of the CAO. Administrative support for the Committee is provided within existing staff roles and does not constitute a separate economic development function.

Authority and Decision Boundaries

Clear boundaries protect governance integrity and preserve accountability.

The Committee may:

- Recommend annual priorities and work plans for Council approval.
- Confirm sequencing within the approved plan.
- Activate or dissolve focused action teams tied to approved initiatives.
- Request information from administration to inform discussion.
- Invite partners to participate in coordinated efforts.
- Bring formal recommendations forward to Council through the CAO.

The Committee may not:

- Direct staff work.
- Commit Town funds.
- Enter into agreements on behalf of the Town.
- Approve operational decisions that fall within administrative authority.
- Approve strategic direction that has not been confirmed by Council.

While the Committee serves as the backbone for implementation coordination, formal authority for staffing, budgets, agreements, and policy decisions remains with administration and Council.

Reporting Relationships

The Economic Development Committee reports to Council and serves as the primary forum for structured implementation oversight.

The CAO serves as the administrative liaison and ensures alignment between Committee guidance and staff coordination.

Action teams report through administration to the Committee for alignment, accountability, and progress review.

Quarterly summaries of Committee discussions, progress updates, and recommendations should be provided to Council in concise form.

Where matters require policy direction or budget decisions, these are brought forward through established Council processes.

In the absence of a dedicated economic development department, this reporting structure provides the regular review and coordination forum necessary to track implementation progress.

Membership Model

Membership should reflect shared delivery while remaining manageable.

Recommended composition:

- One Council representative to ensure alignment with Council priorities.
- The CAO or designate to maintain operational connection.
- One to two local business representatives.
- One regional economic development partner representative such as Community Futures or Kneehill County.
- One representative connected to workforce or youth development.

Additional participants may be invited when specific expertise is required for defined initiatives.

Membership should remain small enough to allow effective discussion, typically six to eight core members.

Appointments should be for defined terms, for example two years, renewable, to maintain continuity while allowing renewal.

Members are expected to contribute actively between meetings by advancing assigned initiatives, participating in action teams, and maintaining communication within their respective networks.

Chair and Administrative Support

The Committee should appoint a Chair from among its members.

The Chair is responsible for:

- Maintaining focus on mandate and priorities.
- Ensuring balanced participation.
- Confirming clear actions and recommendations at the conclusion of each meeting.
- Preventing drift into operational management.
- Administrative support should be provided within existing staff roles. This includes:
 - Preparing agendas aligned to priorities.
 - Maintaining an action log.
 - Circulating concise meeting summaries.
 - Tracking follow ups and escalations.

Light structure and consistent follow through protect effectiveness.

Meeting Cadence

Cadence must match capacity and sustain momentum.

During early implementation, meetings every two months are recommended to establish rhythm and clarity. As systems stabilize, quarterly meetings may be sufficient.

Meetings should follow a structured format:

- Review of progress on priority actions.
- Review of action team updates where applicable.
- Review of risks, constraints, and partner coordination issues.
- Discussion of new opportunities requiring assessment.
- Confirmation of escalations or recommendations.
- Confirmation of next steps and responsible leads.

Action teams may meet independently between Committee meetings to advance defined initiatives.

Meetings are working sessions focused on alignment, accountability, and disciplined implementation. They are not general discussion forums.

Recruitment and Appointment Process

The strength of the Economic Development Committee depends on selecting the right mix of people. In a small community without a dedicated economic development department, membership quality is more important than committee size.

Recruitment must be intentional. The goal is to assemble a small group that combines local business insight with regional economic development expertise and a clear understanding of municipal governance.

Desired Composition Balance

Appointments should intentionally include:

- Respected local business leaders who understand market conditions and local constraints.
- Representatives from regional economic development agencies who bring program knowledge, funding awareness, and technical expertise.
- Municipal leadership representation to ensure alignment with Council direction and administrative capacity.

The objective is balance and capability. The Committee should reflect practical economic realities, not symbolic representation.

Selection Criteria

Members should demonstrate:

- Credibility within the business or economic development community.
- Ability to think beyond individual organizational interests.
- Willingness to contribute actively between meetings.
- Comfort operating within defined governance boundaries.
- Constructive, solution oriented judgment.

Membership is based on capacity to advance implementation, not on representing a particular constituency.

Recruitment and Appointment

The CAO, in consultation with the Mayor and Council, should identify gaps in expertise and invite qualified individuals accordingly. Where appropriate, targeted outreach or expressions of interest may be used.

Final appointments are confirmed by Council resolution.

Because the Committee is intentionally kept small to remain effective, not all interested individuals will be appointed. Expressions of interest are welcomed and valued. Where membership capacity is limited, individuals may be invited to contribute through focused action teams, initiative specific working groups, or stakeholder consultations.

This approach ensures broad engagement while maintaining a disciplined and manageable Committee structure.

Terms and Renewal

Members should be appointed for defined terms, typically two years, with the option of renewal. Staggered terms are recommended to maintain continuity while allowing periodic renewal of perspectives.

Expectations of Participation

Members are expected to:

- Attend meetings consistently and prepare in advance.
- Participate in action teams where initiatives align with their expertise.
- Maintain communication within their respective networks to strengthen alignment.
- Contribute to disciplined, solution oriented discussion.

Participation is active and accountable.

Conflict of Interest

Members must disclose any direct financial or organizational conflicts related to matters under discussion. Where a conflict exists, the member should step back from that portion of the discussion.

Clear expectations protect credibility and trust.

Step by Step Guide to Establishing the Economic Development Committee

Establishing the Economic Development Committee should be deliberate and time bound. The goal is to move from concept to a functioning committee within ninety days, without overbuilding the structure.

The following sequence reflects municipal realities, including limited staff capacity and the need to align with Council processes.

Step 1: Confirm Council Intent and Scope

Begin by confirming Council's intent to establish the Committee.

Administration should prepare a short report that outlines:

- The purpose and mandate of the Committee.
- The advisory nature of the body.
- The proposed reporting relationship.
- The recommended membership model.
- Council should formally endorse the creation of the Committee and confirm that it is advisory to Council.
- Clarity at this stage prevents mandate confusion later.

Step 2: Draft and Approve a Terms of Reference

Administration should draft a concise Terms of Reference.

The document should include:

- Mandate and purpose.
- Authority and decision boundaries.
- Membership composition and term length.
- Reporting relationship.
- Meeting cadence.
- Role of the Chair.
- Role of administration.
- The Terms of Reference should remain brief and practical. Two to three pages is sufficient.
- Council should approve the Terms of Reference before recruitment begins.

Step 3: Identify and Recruit Members

Using the approved composition model, identify individuals who:

- Represent relevant sectors or partner organizations.
- Are willing to engage in working sessions rather than passive attendance.
- Understand that the Committee is advisory and alignment focused.
- Recruitment should prioritize credibility, practical insight, and collaborative mindset.
- Appointments should be confirmed by Council resolution to reinforce legitimacy.

Step 4: Appoint a Chair and Confirm Administrative Support

At the first meeting, members should appoint a Chair.

Administration should confirm who is responsible for:

- Agenda preparation.
- Meeting logistics.
- Action log maintenance.
- Follow up tracking.
- Clear support roles prevent early loss of momentum.

Step 5: Establish Meeting Cadence and Calendar

Set meeting dates for the first twelve months.

Avoid ad hoc scheduling. Predictable rhythm builds discipline and attendance.

Early stage implementation benefits from meetings every two months. After the first year, cadence can be reassessed.

Publish meeting dates internally and share summary reporting timelines with Council.

Step 6: Prepare the First Meeting Agenda

The first meeting should be focused and structured.

Recommended agenda:

- Review of mandate and decision boundaries.
- Review of current economic development priorities.
- Confirmation of immediate priority actions for the next two quarters.
- Identification of immediate risks or coordination gaps.
- Confirmation of reporting format to Council.
- Avoid open ended discussion. The first meeting should establish tone and discipline.

Step 7: Create a Simple Action Log and Reporting Template

Before the second meeting, administration should establish:

- A shared action log that tracks initiative, lead, supporting partners, timeline, and status.
- A short reporting template for Council updates.
- These tools should be simple and visible. Overengineering creates fatigue.

Step 8: Begin the First 90 Day Focus Cycle

During the first ninety days, the Committee should focus on:

- Confirming annual priorities.
- Identifying one to two quick wins that demonstrate visible progress.
- Strengthening partner alignment on immediate initiatives.

- Surfacing and escalating any structural barriers early.
- Early wins build confidence. Early escalation prevents later crisis.

Step 9: Review and Adjust at Month Three

After three months of operation, conduct a short effectiveness review.

Confirm:

- Is the mandate clear in practice.
- Are meetings focused and useful.
- Are partners engaged.
- Is reporting to Council concise and meaningful.
- Adjust membership, cadence, or format if required. Refinement early prevents structural drift.

When these steps are completed, the Economic Development Committee should be:

- Operating under an approved Terms of Reference.
- Meeting on a defined schedule.
- Using a simple action log.
- Providing structured updates to Council.
- Aligned with administration and partners.
- At that point, the Committee is established and functional.

First 90 Day Implementation Roadmap

The first ninety days establish the tone, discipline, and credibility of the Economic Development Committee. The objective is not volume of activity. The objective is clarity of structure, visible coordination, and early progress.

The roadmap below outlines what should occur and in what sequence.

Days 1 to 30: Establish Structure and Legitimacy

Confirm Council resolution establishing the Committee and approving the Terms of Reference.

Recruit and formally appoint members in accordance with the approved recruitment framework.

Confirm the Chair and administrative support responsibilities within existing staff roles.

Set the meeting calendar for the next twelve months to establish predictable cadence.

Prepare and circulate a short orientation package that includes:

- Mandate
- Authority and decision boundaries
- Annual priorities from the Economic Development Plan
- Current initiatives or active files

Hold the inaugural meeting with a structured agenda focused on:

- Confirmation of mandate and governance boundaries
- Clarification of roles and expectations
- Review of current implementation status
- Identification of two to four immediate priority actions

Deliverables by Day 30

- Approved Terms of Reference
- Confirmed membership
- Published meeting schedule
- Initial list of priority actions

By the end of this phase, the Committee should be formally constituted, aligned, and operating within clear boundaries.

Days 31 to 60: Activate Coordination

Develop and circulate a simple action log identifying:

- Priority initiative
- Lead organization or responsible party
- Supporting partners or action team
- Next milestone
- Status

Confirm which initiatives require focused action teams and cross partner coordination in the upcoming quarter.

Identify any immediate risks or barriers requiring CAO review or Council awareness.

Prepare a concise summary update for Council outlining:

- Committee establishment
- Confirmed priorities
- Action team activation where applicable
- Early coordination progress
- Any matters requiring direction

Ensure each Committee member understands expectations for contribution between meetings.

Deliverables by Day 60

- Active action log
- Clear ownership for priority initiatives
- At least one action team activated where appropriate
- First formal update to Council

At this stage, the Committee should be functioning as the implementation backbone rather than a symbolic advisory group.

Days 61 to 90: Demonstrate Early Discipline

Review progress on initial priorities and confirm realistic next steps.

Advance at least one visible initiative, such as:

- Launch of a business visit program
- Activation of coordinated site readiness efforts
- Completion of property or asset inventory scoping
- Development of a partner agreement framework

Escalate any structural barriers that cannot be resolved at Committee level.

Confirm priorities for the next two quarters and validate they remain realistic within existing staff and partner capacity.

Conduct a brief effectiveness review addressing:

- Meeting focus and productivity
- Clarity of reporting to Council
- Engagement of partners and action teams
- Respect for governance boundaries

Deliverables by Day 90

- At least one visible initiative meaningfully advanced
- Structured Council update
- Confirmed priorities for the next two quarters
- Evidence that coordination is improving implementation discipline

By Day 90, the Committee should be recognized as a focused coordination body that strengthens delivery through administration and action teams without creating unnecessary administrative burden.

Common Failure Points and How to Avoid Them

Economic Development Committees often fail not because of poor intent, but because of unclear structure. The following risks are common in small municipalities. They can be prevented with discipline.

Failure Point 1: Mandate Drift

The Committee begins assigning staff tasks or debating operational details.

Prevention:

- Revisit mandate at least once per year.
- Chair actively redirects operational matters back to administration.
- Keep agendas structured around priorities, risks, and alignment.

Failure Point 2: Too Many Priorities

The Committee tries to advance every idea at once.

Prevention:

- Limit annual focus to a manageable number of actions.
- Require capacity assessment before adding initiatives.
- Sequence work deliberately.
- Discipline builds credibility.

Failure Point 3: Passive Partner Participation

Members attend but do not carry responsibilities between meetings.

Prevention:

- Clarify expected partner roles at the start of each initiative.
- Record commitments in the action log.
- Follow up on specific deliverables rather than general updates.
- Collective impact requires active contribution.

Failure Point 4: Meeting Fatigue

Meetings become discussion forums without decisions or forward movement.

Prevention:

- Use structured agendas.
- End each meeting with confirmed actions and responsible leads.
- Cancel meetings if there is no substantive agenda.
- Respect for time sustains engagement.

Failure Point 5: Confusion Between Council and Committee

The Committee attempts to set policy or commit resources.

Prevention:

- All recommendations flow formally through the CAO to Council.

- Decision boundaries remain written and visible.
- Council retains final authority on priorities and budgets.
- Clear governance protects everyone.

Failure Point 6: Reporting Becomes Heavy

Complex dashboards and reporting requirements overwhelm staff.

Prevention:

- Keep tools simple.
- Use short summaries focused on progress, barriers, and next steps.
- Avoid building systems that require more time to maintain than the initiatives themselves.
- Light structure supports sustainability.

Failure Point 7: No Visible Wins

The Committee works quietly but produces no visible outcomes in the first year.

Prevention:

- Identify one or two initiatives that can advance quickly.
- Communicate progress clearly.
- Celebrate completion of foundational steps.
- Early visible progress builds confidence across Council and partners.

Appendix 1 – Terms of Reference

Town of Trochu

Economic Development Committee - Terms of Reference

1. Purpose

The Economic Development Committee (the “Committee”) is established to guide, align, and monitor implementation of the Town of Trochu's Economic Development Plan.

The Committee serves as the structured alignment table for economic development implementation. Its purpose is to strengthen coordination across Council, administration, and external partners, ensuring that the Town's strategy translates into disciplined, practical, and accountable action.

The Committee is advisory to Council.

It does not function as an operational or project execution body.

2. Mandate

The Committee's mandate is to:

1. Recommend annual economic development priorities and work plans to Council.
2. Review progress on approved initiatives and confirm alignment with Council direction.
3. Confirm sequencing of initiatives based on realistic staff and partner capacity.
4. Identify risks, constraints, and dependencies that may affect implementation.
5. Align partner organizations around shared initiatives and clarify roles.
6. Activate and oversee focused action teams where coordinated effort is required.
7. Elevate significant issues or opportunities to the CAO and Council when direction or resources are required.
8. Recommend adjustments to priorities or sequencing where conditions change.

The Committee strengthens implementation discipline and shared accountability. It does not deliver projects directly.

3. Authority and Decision Boundaries

The Committee May:

- Recommend annual priorities and work plans to Council.
- Confirm sequencing within approved plans.
- Activate or dissolve focused action teams tied to approved initiatives.
- Request relevant information from administration to inform discussion.
- Invite partner organizations to participate in coordinated initiatives.
- Bring formal recommendations forward to Council through the CAO.

The Committee May Not:

- Direct staff work.
- Commit Town funds.
- Enter into agreements on behalf of the Town.
- Approve operational decisions within administrative authority.
- Set strategic direction not approved by Council.

Council retains authority over policy, budgets, and strategic direction.

Administration retains authority over operations and staff management.

Clear governance boundaries protect accountability and effectiveness.

4. Reporting Relationships

The Committee reports to Town Council.

The CAO serves as administrative liaison and ensures alignment between Committee guidance and operational coordination.

Action teams report through administration to the Committee for alignment and accountability.

The Committee will provide concise quarterly summary updates to Council outlining:

- Priority initiatives
- Progress status
- Emerging risks
- Required escalations or recommendations

Where matters require policy or budget decisions, recommendations will follow established Council processes.

5. Guiding Principles

The Committee operates under the following principles:

Shared Ownership

Economic development is a shared responsibility. The Committee reinforces coordinated effort across partners.

Discipline Over Activity

The Committee prioritizes steady progress on a manageable number of initiatives rather than volume of activity.

Early Risk Identification

Risks and constraints are surfaced early to avoid reactive decision-making.

Clear Governance

Roles of Council, administration, partners, and the Committee remain distinct.

Light Structure

Processes remain simple, practical, and sustainable.

Practical Decision Support

Recommendations are grounded in feasibility, capacity, funding realities, and local conditions.

6. Membership

Composition

Membership will reflect balanced representation while remaining small enough for effective working sessions.

Recommended membership includes:

- One (1) Council representative
- The CAO or designate
- One to two (1–2) local business representatives
- One regional economic development partner representative
- One workforce or youth development representative

Additional participants may be invited where specific expertise is required.

Total membership should typically range from six (6) to eight (8) members.

7. Appointment and Terms

Members are appointed by Council resolution.

Appointments are for two-year terms and may be renewed.

Staggered terms are encouraged to maintain continuity.

8. Chair

The Committee will appoint a Chair from among its members.

The Chair is responsible for:

- Maintaining focus on mandate and priorities.
- Ensuring balanced participation.
- Confirming clear actions and recommendations at the conclusion of each meeting.
- Preventing drift into operational management.

9. Administrative Support

Administrative support will be provided within existing staff capacity and includes:

- Agenda preparation aligned to priorities.
- Maintenance of the action log.
- Circulation of concise meeting summaries.
- Tracking follow-up items and escalations.

No separate economic development department is created through this Committee.

10. Meetings

The Committee will meet every two months during initial implementation. After the first year, cadence may be adjusted to quarterly.

Meetings are working sessions structured around:

1. Review of priority actions.
2. Action team updates.
3. Risks and coordination issues.
4. New opportunities requiring assessment.
5. Escalations and recommendations.
6. Confirmation of next steps and responsible leads.

Meetings focus on alignment, accountability, and implementation discipline.

11. Participation Expectations

Members are expected to:

- Attend meetings consistently.
- Prepare in advance.
- Participate in action teams where appropriate.
- Contribute constructively and solution-oriented.
- Maintain communication within their networks to strengthen alignment.

Participation is active, not symbolic.

12. Conflict of Interest

Members must disclose any direct financial or organizational conflict related to matters under discussion.

Where a conflict exists, the member shall abstain from discussion and recommendation on that matter.

13. Review of Terms of Reference

These Terms of Reference will be reviewed annually to ensure continued alignment with Council direction and community capacity.

Amendments require Council approval.

ADMINISTRATION NOTE

Attached for Council's review is a notice submitted by Jon Sedore regarding the use of chemical inputs within the Trochu & District Arboretum. The notice was provided to the Trochu & District Arboretum Society at its most recent meeting and was also distributed to the Town of Trochu Council and Administration. The notice requests a written response within fourteen (14) days of receipt.

Administration requested an extension to the response timeline in order to allow Council an opportunity to review and discuss the matter. Administration has received email confirmation that a response provided by June 29, 2026, will be acceptable.

Following receipt of the notice, Administration met with Arboretum Society President Terry Meyers and Board Member Carl Peterson. Mr. Peterson was the volunteer applicator conducting the spraying under Town employee Caitlin Hewey's pesticide applicator certification.

During that discussion, Administration reviewed the events surrounding the application, including the purpose of the spraying, the products used, notification measures that were taken, the involvement of volunteers, and the concerns raised in the notice. Administration also discussed current Arboretum maintenance practices, the challenges associated with weed management, and the Society's perspectives regarding the use of chemical and non-chemical management methods within the Arboretum.

Administration is providing Council with both the notice and a draft response as a starting point for discussion. The draft response is not intended to represent a final position but rather to facilitate Council's review of the concerns raised and identify any additional information, perspectives, or responses Council wishes to include.

Following Council's discussion, Administration will prepare a final response that reflects Council's direction and viewpoints and will provide that response on or before June 29, 2026.

**NOTICE OF CONCERN, DEMAND FOR MORATORIUM, AND
NOTICE OF POTENTIAL LIABILITY REGARDING THE USE OF
CHEMICAL INPUTS WITHIN THE TROCHU ARBORETUM**

Date of Notice: June 9, 2026

To:

The Board of Directors of the Trochu & District Arboretum Society

Trochu & District Arboretum Society Members

The Town of Trochu Council

The Town of Trochu Administration

Submitted By:

Jon Sedore

Box 823

Trochu, Alberta T0M 2C0

jon.sedore@gmail.com

403-550-1947

PURPOSE OF NOTICE

This notice is provided in good faith to formally communicate concerns regarding the use of chemical inputs within the Trochu & District Arboretum and to place the recipients on notice regarding potential environmental, ecological, operational, reputational, financial, governance, and liability risks associated with their continued use.

This notice is not intended to determine liability. Rather, it serves to notify the recipients of concerns arising from a recent chemical application event and to request immediate review of current practices before further applications occur.

For the purposes of this notice, "chemical inputs" includes herbicides, pesticides, insecticides, fungicides, synthetic fertilizers, and other chemical products applied for vegetation, pest, or landscape management purposes.

AUTHOR'S INTEREST AND STANDING

This notice is submitted by Jon Sedore as:

- A member of the Trochu & District Arboretum Society;
- A concerned citizen and regular user of the Arboretum;
- A former member of the Trochu & District Arboretum Society Board of Directors, having served approximately three years;
- A certified Permaculture Design Practitioner;
- An advocate for ecological stewardship, biodiversity, conservation, and regenerative land management;
- An individual who was actively working within the Arboretum on June 9, 2026, following the chemical application event of June 8, 2026.

The undersigned was engaged in weeding activities within the Arboretum on the morning of June 9, 2026, and may have been exposed

to treated vegetation, soils, equipment, or other surfaces associated with the application event. The undersigned's dog was also present within the Arboretum during this period.

The undersigned has personal knowledge of the Arboretum's historical stewardship objectives and development priorities through previous Board service and participation in projects intended to enhance biodiversity, ecological function, environmental education, conservation, and community engagement.

During service on the Board of Directors, the undersigned actively supported management practices intended to minimize or avoid the use of chemical inputs within the Arboretum in recognition of the Society's mission, stewardship objectives, ecological values, and educational role within the community.

MISSION AND STEWARDSHIP

The Trochu & District Arboretum Society exists to promote public interest in trees, shrubs, flora, environmental education, conservation, stewardship, and recreational enjoyment of nature.

The Arboretum is not merely a landscaped public park. It is a living educational landscape, ecological destination, pollinator habitat, orchard, conservation space, tourism asset, and demonstration site for responsible environmental stewardship.

As such, land management decisions should be evaluated not only for legality and effectiveness, but also for consistency with the Society's mission, educational objectives, stewardship responsibilities, public trust obligations, and long-term strategic vision.

NOTICE OF CONCERN

This notice arises from a chemical application event that reportedly occurred on June 8, 2026, within the Trochu & District Arboretum while the site remained open to the public and while workers, volunteers, and visitors were present.

Concerns have been raised regarding the application of chemical inputs within the Arboretum, including applications occurring within a publicly accessible ecological environment containing visitors, children, pets, pollinator habitat, orchard systems, wildlife habitat, educational gardens, volunteers, and staff.

The concerns outlined herein relate both to the use of chemical inputs themselves and to the manner in which the recent application event was reportedly conducted.

NOTICE OF PROCEDURAL CONCERNS

Based on observations surrounding the recent application event, concerns have been raised that appropriate risk management, notification, stewardship, and application procedures may not have been followed.

Public Notification and Access Control

- Members of the public were reportedly present during application.
- Children, including infants, were reportedly present within treatment areas.
- Domestic pets reportedly accessed treatment areas during or immediately following application.
- The Arboretum reportedly remained open during application.
- Signage was reportedly limited and may not have provided adequate notice throughout the site.
- Advance public notification procedures have not been disclosed.

Worker and Volunteer Safety

- Chemical mixing reportedly occurred on a work surface commonly used by staff and volunteers.
- Equipment regularly used by staff and volunteers reportedly received chemical exposure.
- Safety communication procedures have not been disclosed.
- Availability of Safety Data Sheets to workers and volunteers has not been disclosed.

Environmental Stewardship

- Pollinator gardens reportedly received direct or indirect exposure.
- Orchard systems reportedly received direct or indirect exposure.
- Wildlife habitat exists throughout the Arboretum and may have been exposed.
- Potential impacts to non-target vegetation have not been assessed.
- Potential impacts to pollinator habitat, soil biology, biodiversity, and ecosystem function have not been disclosed.

Application Practices

- Irrigation reportedly occurred following application.
- Mowing reportedly occurred immediately following application.
- The rationale for these practices and their consistency with product guidance and site stewardship objectives has not been disclosed.

REPUTATIONAL RISK

The Arboretum has invested significant time and effort establishing itself as a respected environmental, educational, horticultural, and tourism destination.

The continued use of chemical inputs may create reputational risks among organizations, volunteers, donors, educators, visitors, and stakeholders who associate the Arboretum with ecological stewardship, conservation, biodiversity, and regenerative land management principles.

Potential concerns may arise among organizations and communities that have partnered with the Trochu Arboretum including:

- Calgary Horticultural Society
- Alberta Horticultural Society
- Master Gardener Program
- Permaculture organizations ie. Verge Permaculture, Whitestar Permaculture
- Native plant societies ie. ACLA Native Plants, Alberta Native Plant Rescue
- Pollinator advocacy organizations ie. Alberta Native Bee Council
- Environmental and conservation groups ie, Nature Alberta, Alberta Ecotrust
- Educational institutions ie. Olds College, Master Gardener, Permaculture PDC
- Tourism partners ie, Travel Drumheller, Travel Alberta

FUNDING AND STRATEGIC RISK

The Board should consider whether the use of chemical inputs may adversely affect the Society's ability to pursue future grants, sponsorships, partnerships, and funding opportunities associated with ecological restoration, pollinator conservation, biodiversity enhancement, soil health, regenerative land management, native plant initiatives, environmental education, climate resilience projects, community stewardship, and nature-based tourism.

Potential impacts may extend to current and future opportunities involving Travel Alberta, conservation funding programs, ecological restoration grants, stewardship initiatives, tourism development programs, and other funding sources that prioritize sustainability, biodiversity, conservation, ecological restoration, and regenerative practices.

NOTICE FOR IMMEDIATE MORATORIUM

The undersigned formally requests an immediate moratorium on the application of chemical inputs within the Trochu & District Arboretum pending:

- Full Trochu Arboretum Society Board review and discussion;
- Full Town of Trochu Council review and discussion;
- Development of a written policy regarding chemical input use
- Public disclosure of current and historic chemical application practices;
- Consideration of ecological, educational, reputational, governance, and funding implications;
- Evaluation of regenerative and non-chemical management alternatives.

Pending completion of the requested review, the undersigned requests that no further chemical inputs be applied within the Trochu & District Arboretum, including pollinator gardens, orchard areas, educational gardens, pathway systems, gathering spaces, wildlife habitat areas, and other publicly accessible portions of the site.

NOTICE OF FUTURE DOCUMENTATION

Should chemical applications continue following receipt of this notice, all future applications and their consequences will be documented to the fullest extent reasonably possible.

NOTICE OF POTENTIAL LIABILITY

The recipients are hereby placed on notice that future decisions regarding the use of chemical inputs within the Arboretum will be made with knowledge of the concerns identified in this notice.

Potential areas of concern may include:

- Public exposure concerns;
- Volunteer and worker exposure concerns;
- Environmental and ecological impacts;
- Damage to non-target vegetation;
- Impacts to pollinator habitat and biodiversity;
- Reputational impacts affecting public trust;
- Impacts to partnerships with horticultural, conservation, educational, and stewardship organizations;
- Loss of eligibility for grants, funding programs, sponsorships, or regenerative initiatives;
- Operational and governance concerns;
- Insurance and risk management concerns;

- Costs associated with remediation, restoration, monitoring, assessment, or future corrective actions.

Any future environmental, ecological, operational, reputational, financial, governance, or other impacts associated with continued chemical input use may be documented and presented to the Trochu & District Arboretum Society, the Town of Trochu, regulators, funding organizations, partner organizations, insurers, stakeholders, and other interested parties as appropriate.

RESPONSE REQUEST

The recipients are requested to acknowledge receipt of this notice and provide a written response within fourteen (14) days of receipt.

CONCLUSION

The issue is not whether chemical inputs can legally be applied.

The issue is whether the use of chemical inputs within a publicly accessible ecological and educational destination is consistent with the mission, stewardship obligations, public trust responsibilities, strategic objectives, funding aspirations, and long-term vision of the Trochu & District Arboretum Society.

The recipients are respectfully requested to advise how they intend to address the concerns identified herein.

Jon Sedore

Date: 6/19/26



Distribution:

- Board of Directors, Trochu & District Arboretum Society
- Town of Trochu Council • Town of Trochu Administration

Mr. Sedore,

Thank you for your notice dated June 9, 2026, regarding the use of chemical inputs within the Trochu & District Arboretum.

Council has reviewed the notice and discussed the matters raised. While there may be differing views regarding certain observations and events described in the notice, Council believes it is more productive to focus on stewardship, public safety, communication, and the long-term vision for the Arboretum rather than responding to each individual point.

A significant portion of the concerns raised stem from differing perspectives regarding the intended character and management of the Arboretum. The Town of Trochu owns the Arboretum lands and works in partnership with the Trochu & District Arboretum Society to support and manage the site. Both the Town and the Society share a vision of the Arboretum as a curated botanical attraction, educational resource, community gathering place, and event venue. While naturalized landscapes have an important place within Alberta and provide significant ecological benefits, the vision for the Arboretum includes maintained gardens, curated displays, accessible pathways, event spaces, and a high standard of presentation for residents and visitors.

Council understands that a more naturalized approach may increase eligibility for certain grant opportunities. However, Council believes the current vision for the Arboretum as a curated botanical attraction and event venue creates opportunities for tourism, community programming, special events, and earned revenue that would not necessarily exist under a more naturalized model. Council believes these benefits justify continuing to pursue the current vision for the site.

Council understands that multiple mission statements and descriptions of the Arboretum have been used over the years. Council supports the Society's intention to refine these into a single guiding statement that more clearly reflects the vision and future direction of the Arboretum.

Council recognizes that manual weed control remains an important management tool and supports its continued use wherever practical. However, Council also recognizes that the size of the site, available volunteer resources, staffing capacity, and expectations regarding maintenance standards make it difficult to rely solely on manual methods in all areas. Significant municipal resources are invested annually in the maintenance and operation of the Arboretum, and Council believes that limited and targeted use of approved herbicides remains one of several tools available to assist with maintaining the standards expected by residents and visitors.

Council appreciates the concerns raised regarding notification and communication and agrees that improvements can be made in this area. As a result, Council supports:

- Enhanced signage at all Arboretum entrances when applications occur, not just within the treatment area;
- Additional notification regarding treated areas;
- Making Safety Data Sheets available at locations where products are mixed or prepared;
- Providing Arboretum staff with at least 24 hours notice of planned applications whenever possible and allowing staff the opportunity to adjust work schedules if desired; and
- Continuing to maintain detailed application records, including weather conditions, application rates, and other required information.

Council expects that chemical products will continue to be stored securely and that any applications will be conducted under certified supervision in accordance with applicable legislation, product label requirements, and established safety protocols. Council also expects that detailed records will continue to be maintained regarding product use, application rates, weather conditions, wind speed, wind direction, temperature, humidity, and other required information.

Council supports the continued practice of avoiding chemical applications in sensitive areas adjacent to the pond and aquatic features.

Council appreciates the passion and commitment that community members have for the Arboretum. While there may be differing opinions regarding management practices, Council believes that respectful discussion and ongoing review of procedures will help ensure the Arboretum continues to serve residents and visitors for years to come.

Sincerely,

Town of Trochu Council

Jamie Collins

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: June 18, 2026 9:57 AM
To: MA Engagement Team
Subject: Meeting request with Minister Williams – 2026 ABmunis Fall Convention
Attachments: 2026 ABmunis Meeting Template.xlsx

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre (ECC) from September 23 – 25, 2026. These meetings will be in person, as scheduling permits.

Should your council wish to meet with Minister Williams during the 2026 ABmunis Fall Convention, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than July 13, 2026.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics, and provide no more than three topics.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs